

Afterschool Snack Program (ASP) • PRODUCTION RECORD

Sponsor: ABC District **Week of:** September 14 to 18, 2015
Site: XYZ School **Grades:** 6-12

Snacks must include at least **two** of the four components: low-fat unflavored or fat-free flavored or unflavored milk (M), vegetables/fruits (VF), grains/breads (GB); and meat/meat alternates (MMA). Snacks cannot include only two foods from the same component, e.g., carrot sticks and apple juice (both items are from the VF component). Juice cannot be served when milk is the only other component. For more information, see the [ASP Meal Pattern](#).

Day of Snack Service	A	B	C				D	E	F	G	H	I	J
	Food Item	Serving Size	Components <i>Check (✓) at least 2</i>				Temperatures <i>Potentially hazardous foods (PHFs) only</i>	Total Servings Prepared	Total Amount of Food Used	Number of Snacks Served Complete AFTER Snack Service			Number of Servings Leftover (I - G)
			M	VF	GB	MMA				STUDENTS <i>Reimbursable Snacks</i>	Adults	Total (G + H)	
Monday	Low-fat milk	1/2 pint	✓				38° F	100	100	96	4	100	0
	Whole-grain cereal, bowl pack	1 ounce			✓		NA	100	100				
Tuesday	Red apple, 138 count	1 each		✓			NA	100	100	93	4	97	3
	Whole-grain crackers, 6	1 ounce			✓		NA	100	600 (6 1/4 pounds)				
Wednesday	Whole-grain roll, 1	1 1/2 ounce			✓		NA	100	100	97	3	100	0
	Low-fat cheese cubes	2 ounces				✓	40° F	100	12 1/2 pounds				
Thursday	Fat-free Greek yogurt	1/2 cup				✓	40° F	100	3.125 gallons	95	3	98	2
	Blueberries (extra food item)	1/4 cup					NA	100	6 1/4 quarts				
	Whole-grain granola	1 ounce			✓		NA		6 1/4 pounds				
Friday	Carrot sticks	3/4 cup		✓			NA	100	29.4 pounds	96	3	99	1
	Peanut butter	2 tablespoons				✓	NA	100	12 1/2 cups				

INSTRUCTIONS FOR ASP SNACK PRODUCTION RECORD

Complete columns A-F *before* snack service.

- **Column A – Food Item:** List each food item from the planned snack menu.
- **Column B – Serving Size:** For each food item in column A, list the serving size. The serving size must be *at least the minimum* for the age group being served.
- **Column C – Components:** Check (✓) the snack components provided. There must be *at least two* components.
- **Column D – Temperatures for PHFs:** When applicable, check and record the actual temperature of any PHFs with a properly calibrated clean and sanitized thermometer. PHFs support the rapid growth of bacteria and must be kept hot (135° F or hotter) or cold (41° F or colder). For more information, visit the CSDE's [Food Safety](#) Web page.
- **Column E – Total Servings Prepared:** For each snack component, indicate the total number of servings prepared for students.
- **Column F – Total Amount of Food Used:** For each snack component, indicate the total amount of food used to meet the meal pattern requirements. This is based on the serving size (column B) and the number of planned snacks (column E). For example, if a site serves 100 children a snack of a 2-ounce whole-grain roll with 2 ounces of low-fat cheese, the total food used is 100 rolls and 12.5 pounds of low-fat cheese. Use the USDA [Food Buying Guide](#) to determine the amount of purchased food that meets the requirements. For processed foods, review [Child Nutrition \(CN\) labels](#) or [product formulation statements](#).

Complete columns G-J *after* snack service.

- **Column G – Number of Snacks Served (STUDENTS):** Indicate the total number of snacks taken by students. *This is the total number of reimbursable snacks served for the day.*
- **Column H – Number of Snacks Served (ADULTS):** Indicate the total number of snacks taken by adults. *Adult snacks are not reimbursable.*
- **Column I – Number of Snacks Served (TOTAL):** Indicate the total number of snacks taken by students and adults. This equals column G plus column H.
- **Column J – Number of Servings Leftover:** Indicate the total number of servings that were prepared but not served. This equals column I minus column G.

A sample completed production record is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspprsample.pdf.



For more information on menu planning for ASP, visit the CSDE's [ASP](#) and [Crediting Foods](#) Web pages or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspprsample.pdf.

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